

Marilyn Moon, Ph.D.  
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## MARYLAND HEALTH CARE COMMISSION

4160 PATTERSON AVENUE – BALTIMORE, MARYLAND 21215  
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May 3, 2012

Dear MCDB Payer Representatives –

The Maryland Health Care Commission (MHCC) will host the second in a series of monthly meetings, “2011 MCDB Data Collection – Payers Monthly Meeting #2”, on Wednesday, May 16, 2012 from 2:00 pm to 3:00 pm (EDT). The meeting will focus on the 2011 MCDB data submission process and data quality management issues.

The MHCC requests that each payer carefully follow the instructions outlined in the webinar invitation as certain steps are required for **full participation**. This will allow participants to **hear audio**, **view visual**, and **speak** during the discussions.

Telephone access is preferred. Participants should follow these steps: 1) *click the link to log in*; 2) *enter password*; 3) *choose telephone under **Audio** section*; 4) *call the number*; 5) *enter access code*; and 6) *enter **Audio PIN***. At that point participants will be fully engaged in the webinar.

If you have any further questions regarding the webinar, please contact me at (410) 764-3390 or via e-mail at [Imonroe@mhcc.state.md.us](mailto:Imonroe@mhcc.state.md.us).

Title: “2011 MCDB Data Collection – Payers’ Monthly Meeting #2”

Date: Wednesday, May 16, 2012

Time: 2:00 pm – 3:00 pm EDT

Reminders: Do not place the call on hold; To speak click raised hand (*next to attendee name*); Speaker recognized by MHCC; Identify self prior to speaking.

Thank you,

Larry Monroe

MCDB Compliance Manager